

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Communications Specialist**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Hartford  
**Hours:** Full-Time  
**Salary:** Starting salary of \$70,773  
**Closing Date:** September 27, 2013

**General Knowledge:**

The Legislative Commission on Aging is a nonpartisan, public policy office of the Connecticut General Assembly. Our mission is to improve the quality of life for older adults of today and tomorrow and to help prepare our state and municipalities for a rapidly growing aging population. The Communications Specialist provides current and accurate information about the status of older adults in Connecticut and the priorities and values of the CoA.

**Preferred Skills and Ability:**

- Assisting the Executive Director to coordinate all agency communications. Developing, implementing a comprehensive communications plan and providing support for all CoA priorities.
- Producing and maintaining content and layout for various reports, issue briefs, newsletters, educational materials, website(s) and videos.
- Providing objective information and nonpartisan leadership to elected officials, public and private organizations, the media and coalitions related to aging policy issues. This includes but is not limited to convening and participating in committees and coalitions, participating at senior fairs, public speaking and testifying.

**General Experience:**

- Superior writing and analytical skills (thorough, accurate, impactful).
- Excellent public speaking skills.
- Experience with the legislative process.
- Knowledge of aging-related, public policy issues.
- Strong technological competencies including MS office, Facebook, Twitter, LinkedIn, Google+ and other emerging social medial networks.
- Strong graphic design skills.
- Superior ability to work independently as well as closely with staff and internal and external partners (at all levels) in a fast paced and often time-sensitive environment.
- Excellent interpersonal skills.

**Special Experience:**

- Bachelor's degree and three (3) years of relevant experience.
- At least 2 years' experience in a nonprofit or government agency in communications, marketing, and or development.

**Application Instructions:**

To apply, **send your resume, cover letter and brief writing sample to:**

Legislative Commission on Aging  
210 Capitol Avenue  
Suite 509  
Hartford, CT 06106

or email documents to [coa@cga.ct.gov](mailto:coa@cga.ct.gov).

We are an Equal Opportunity Employer

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.